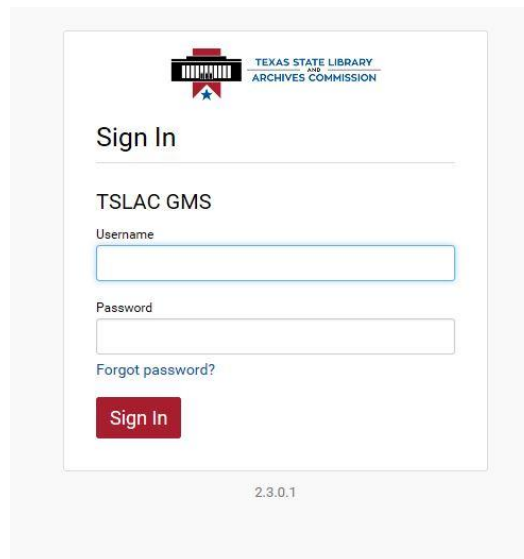


# Instructions for Participating in the Texas State Library and Archives Commission's FY2016 ILL Lending Reimbursement Program

Questions? Contact Sara Hayes at [shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov) or 512-463-5406

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1. Log in to TSLAC's Grant Management System (GMS) at [grants.tsl.texas.gov](http://grants.tsl.texas.gov):



The screenshot shows the login interface for the Texas State Library and Archives Commission's Grant Management System (GMS). At the top, there is a logo for the Texas State Library and Archives Commission, which includes a stylized building and the text "TEXAS STATE LIBRARY AND ARCHIVES COMMISSION". Below the logo, the text "Sign In" is displayed. Underneath, the text "TSLAC GMS" is shown. There are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forgot password?". At the bottom of the form, there is a red button labeled "Sign In". The version number "2.3.0.1" is displayed at the bottom of the page.

- From the homepage of the GMS, click on the “Documents” tile to access the program guidelines and terms & conditions:

The screenshot shows the homepage of the Texas State Library and Archives Commission Grant Portal. The top navigation bar includes links for Accounts, Contacts, Grants, NC Grants, RFF, and Performance Reports. A sidebar on the left contains a grid of tiles: Accounts, Contacts, Grants, NC Grants, RFF, Perform..., Final Rep..., Pre-Award, Change..., Budget, and Documents. The 'Documents' tile is circled in red. The main content area features a welcome message and a 'News & Events' section with several articles, including 'FY2016 ILL Lending Reimbursement Application Process and Forms'.

- Select, open, and print out the document titled:  
SFY2016 ILL LENDING REIMBURSEMENT Guidelines and T&C.pdf

The screenshot shows the 'Public Documents' page. The left sidebar has links for Public Documents, Company Documents, and My Documents. The main content area lists various documents. The first document, 'SFY2016 ILL LENDING REIMBURSEMENT Guidelines and T&Cs.pdf', is circled in red. Below it are several other documents, including 'Applying for TSLAC grants - FY 2017 - Handout v2.pdf', '2017 draft template - Texas Reads.docx', 'Logic\_Model-OBE\_201x.doc', 'SFY 2017 Applicant Pre-award Assessment.pdf', 'FY 2017 Impact-NOFO.PDF', 'FY 2017 Library Cooperation - NOFO.PDF', 'FY 2017 Special Projects-NOFO.PDF', 'FY 2017 Texas Reads-NOFO.PDF', 'FY 2017 TexTreasures-NOFO.PDF', '2017 draft template - Impact 1-2-3.docx', '2017 draft template - Library Cooperation.docx', '2017 draft template - Special Projects.docx', and '2017 draft template - TexTreasures.docx'.

4. At the top of the page, click on “NC Grants” and select “Add NC Grants”:

The screenshot shows the Texas State Library and Archives Commission website. The top navigation bar is red and contains the following links: Accounts, Contacts, Grants, NC Grants, RFF, Performance Reports, and a menu icon. The user's name, Sara Hayes, and a profile icon (SH) are in the top right corner. The left sidebar has three links: Public Documents, Company Documents, and My Documents. The main content area is titled 'Public Documents' and lists various documents. A dropdown menu is open under the 'NC Grants' link, showing two options: 'View Non-Competitive Grants' and 'Add NC Grants'. The 'Add NC Grants' option is circled in red.

**Texas State Library and Archives Commission**

Accounts ▾   Contacts ▾   Grants ▾   **NC Grants ▾**   RFF ▾   Performance Reports ▾   ≡ ▾

Sara Hayes **SH** ▾  
Texas State Library & Archives Commission

**Public Documents**

Public Documents  
Company Documents  
My Documents

**Public Documents**

**Name**

- [SFY2016 ILL LENDING REIMBURSEMENT Guidelines and T&Cs.pdf](#)  
Please have an individual authorized to enter into contract on behalf of your library's legal entity review this document and then sign the Grant Agreement Signature Form on the ILL Reimbursement Program page for your library.
- [Applying for TSLAC grants - FY 2017 - Handout v2.pdf](#)
- [2017 draft template - Texas Reads.docx](#)
- [Logic\\_Model-OBF\\_201x.doc](#)  
IMLS Logic Model
- [SFY 2017 Applicant Pre-award Assessment.pdf](#)
- [FY 2017 Impact-NOFO.PDF](#)
- [FY 2017 Library Cooperation - NOFO.PDF](#)
- [FY 2017 Special Projects-NOFO.PDF](#)
- [FY 2017 Texas Reads-NOFO.PDF](#)
- [FY 2017 TexTreasures-NOFO.PDF](#)
- [2017 draft template - Impact 1-2-3.docx](#)
- [2017 draft template - Library Cooperation.docx](#)
- [2017 draft template - Special Projects.docx](#)
- [2017 draft template - TexTreasures.docx](#)
- [CIPA 2017.doc](#)

5. Enter your data from the available drop down menus and click “Save: :

**Texas State Library and Archives Commission**

Accounts ▾   Contacts ▾   Grants ▾   NC Grants ▾   RFF ▾   Performance Reports ▾   ≡ ▾

Sara Hayes **SH** ▾  
Texas State Library & Archives Commission

Non Competitive Grants

**Add NC Grants**

### General

**Applicant Organization \***  
Texas State Library & Archives Commission ▾

**Grant Program \***  
ILL Lending Reimbursement ▾

**Project Manager \***  
Sara Hayes ▾

**Library Director \***  
Mark Smith ▾

**Application Number**

**Save**

6. Answer yes or no to participation and click “Save”:

Texas State Library and Archives Commission

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ RFF ▾ Performance Reports ▾ ≡ ▾

Sara Hayes SH ▾ Texas State Library & Archives Commission

Non Competitive Grants

Add NC Grants

Add Note

Record created successfully.

[Printable Format](#)  
[Application Certification \(Signature\) Form](#)

General

Applicant Organization \*  
Texas State Library & Archives Commission ▾

Legal Entity  
State of Texas ▾

Grant Program \*  
ILL Lending Reimbursement ▾

Employer Identification Number  
▾

Project Manager \*  
Sara Hayes ▾

DUNS Number  
▾

Library Director \*  
Mark Smith ▾

SAM Expiration Date  
▾

Application Number  
900046 ▾

My library wants to participate  
▾

Save

Additional Documentation and Comments

Add Note

7. If you are participating, you will need to agree to the guidelines and terms & conditions you printed out from the documents page (YOU WILL ALSO NEED TO SUBMIT A SIGNED APPLICATION CERTIFICATION FORM) and select “Submit” and “Save”:

[Printable Format](#)  
[Application Certification \(Signature\) Form](#)

### General

<b>Applicant Organization *</b> Texas State Library & Archives Commission	<b>Legal Entity</b> State of Texas
<b>Grant Program *</b> ILL Lending Reimbursement	<b>Employer Identification Number</b> 
<b>Project Manager *</b> Sara Hayes	<b>DUNS Number</b> 
<b>Library Director *</b> Mark Smith	<b>SAM Expiration Date</b> 
<b>Application Number</b> 900043	
<b>My library wants to participate</b> Yes	
<input checked="" type="checkbox"/> <b>Agree to Program Terms and Conditions</b> NOTE: Your library's participation in this program will not be finalized until we receive a completed ILL Lending Reimbursement Program Grant Agreement Form for the current state fiscal year signed by an individual authorized to enter into contract on behalf of your library's legal entity.	
<input checked="" type="checkbox"/> <b>Submit</b>	<b>Submit Date</b> 
<b>Save</b>	

8. Print out the Application Certification (Signature) form at the top of the page:

Texas State Library and Archives Commission

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ RFF ▾ Performance Reports ▾ ≡ ▾

Sara Hayes  
Texas State Library & Archives Commission SH ▾

Non Competitive Grants

Add NC Grants

Add Note

Record updated successfully.

[Printable Form](#)

[Application Certification \(Signature\) Form](#)

General

Applicant Organization :  
Texas State Library & Archives Commission

Legal Entity:  
State of Texas

Grant Program :  
ILL Lending Reimbursement

Employer Identification Number:

Project Manager :  
Sara Hayes

DUNS Number:

Library Director :  
Mark Smith

SAM Expiration Date:

Application Number:  
900043

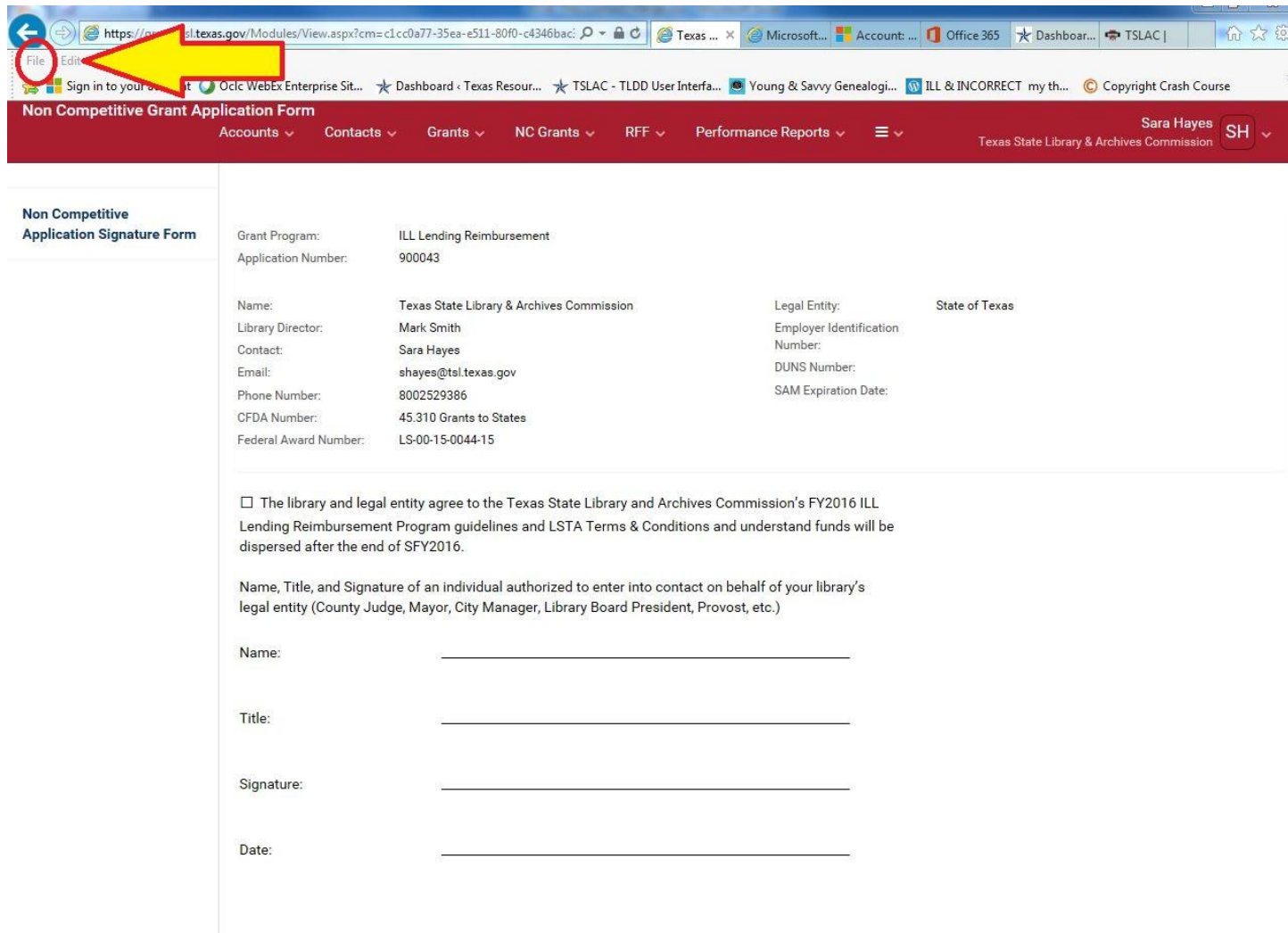
My library wants to participate:  
Yes

☒ Agree to Program Terms and Conditions

☒ Submit

Submit Date:

9. Print the signature page to be signed by using your browser's File ->Print function:



The screenshot shows a web browser window with the URL <https://tsl.texas.gov/Modules/View.aspx?cm=c1cc0a77-35ea-e511-80f0-c4346bac>. The browser's address bar and tabs are visible. The 'File' menu is highlighted with a red circle, and a yellow arrow points to it. The browser's menu bar shows 'File', 'Edit', and 'View'. The browser's toolbar shows 'Sign in to your account', 'Oclc WebEx Enterprise Sit...', 'Dashboard - Texas Resour...', 'TSLAC - TLDD User Interfa...', 'Young & Savvy Genealogi...', 'ILL & INCORRECT my th...', and 'Copyright Crash Course'. The browser's status bar shows 'Texas ...', 'Microsoft...', 'Account: ...', 'Office 365', 'Dashboar...', 'TSLAC |', and 'Home', 'Star', 'Settings'.

**Non Competitive Grant Application Form**

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ RFF ▾ Performance Reports ▾

Sara Hayes SH ▾  
Texas State Library & Archives Commission

**Non Competitive Application Signature Form**

Grant Program: ILL Lending Reimbursement  
Application Number: 900043

Name: Texas State Library & Archives Commission  
Library Director: Mark Smith  
Contact: Sara Hayes  
Email: shayes@tsl.texas.gov  
Phone Number: 8002529386  
CFDA Number: 45.310 Grants to States  
Federal Award Number: LS-00-15-0044-15

Legal Entity: State of Texas  
Employer Identification Number:  
DUNS Number:  
SAM Expiration Date:

☐ The library and legal entity agree to the Texas State Library and Archives Commission's FY2016 ILL Lending Reimbursement Program guidelines and LSTA Terms & Conditions and understand funds will be dispersed after the end of SFY2016.

Name, Title, and Signature of an individual authorized to enter into contact on behalf of your library's legal entity (County Judge, Mayor, City Manager, Library Board President, Provost, etc.)

Name: \_\_\_\_\_


Title: \_\_\_\_\_


Signature: \_\_\_\_\_

Date: \_\_\_\_\_



10. Once your form is signed, scan the form to your computer and upload it to your application page in the GMS by clicking on the “Add Note” button at the bottom of the page:

 Add Note

 Record updated successfully.

[Printable Format](#)  
[Application Certification \(Signature\) Form](#)

### General

Applicant Organization : Texas State Library & Archives Commission	Legal Entity: State of Texas
Grant Program : ILL Lending Reimbursement	Employer Identification Number:
Project Manager : Sara Hayes	DUNS Number:
Library Director : Mark Smith	SAM Expiration Date:
Application Number: 900043	


My library wants to participate:  
Yes

☒ Agree to Program Terms and Conditions

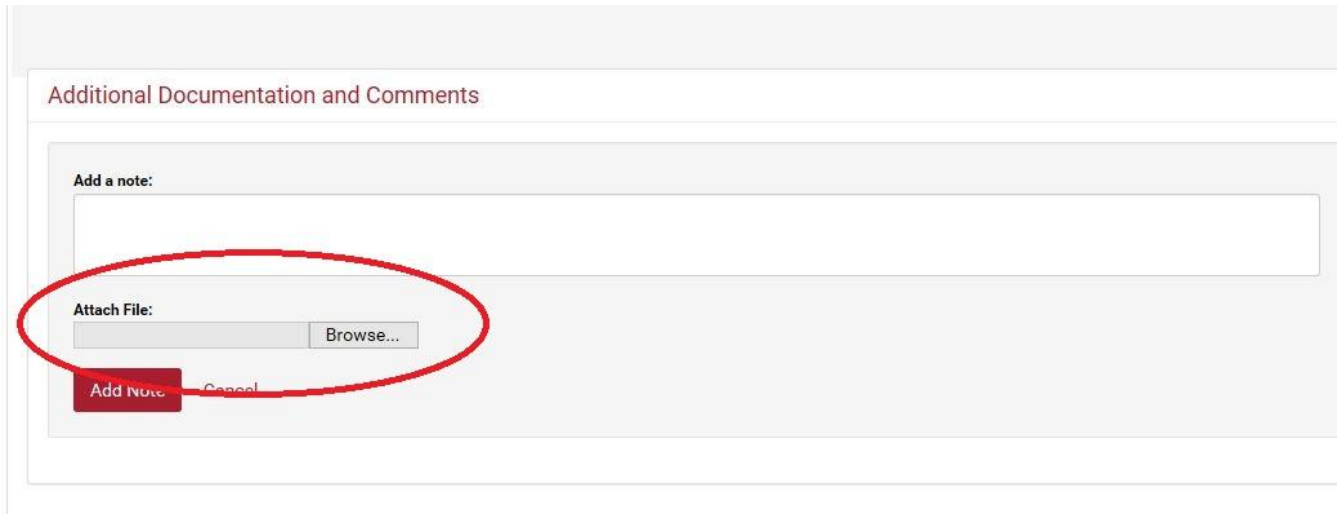
☒ Submit

Submit Date:

### Additional Documentation and Comments

 Add Note

11. Use the “Attach File” function to upload your completed signature form from your computer to the GMS:



The screenshot shows a web interface for 'Additional Documentation and Comments'. It features a large text area for notes. Below the text area, there is an 'Attach File:' section with a file input field and a 'Browse...' button. At the bottom of this section are two buttons: 'Add note' and 'Cancel'. A red oval is drawn around the 'Attach File:' section, highlighting the file upload functionality.